



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

1, होमी भाभा रोड, कुलाबा, मुंबई – 400005

1, Homi Bhabha Road, Colaba, Mumbai 400 005

भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था एवं समविश्वविद्यालय

An Autonomous Institution of the Department of Atomic Energy of
Government of India and a Deemed to be University

दूरभाष/Telephone : 022-2278 2000

वेबसाइट/Website: www.tifr.res.in

Advertisement No. 2025/14

Applications are invited for the following posts tenable at Mumbai.

Sr. No.	Name of the post	Reservations						Pay Level and Pay Stage as per 7 th CPC Pay Matrix	TME (Rs.)
		UR	SC	ST	OBC	PwBD	EWS		
1	Scientific Officer (B)	1	0	0	0	0	0	Pay Level 8, Pay Stage 1	93,640/-
2	Administrative Assistant (B)	1	0	0	0	0	0	Pay Level 6, Pay Stage 1	71,070/-
3	Assistant Security Officer (A)	1	0	0	0	0	0	Pay Level 6, Pay Stage 1	71,070/-
4	Clerk (A)	1	0	0	0	0	0	Pay Level 3, Pay Stage 1	45725/-
5	Clerk (A)	1	0	0	0	0	0	Pay Level 3, Pay Stage 1	45725/-
6	Clerk (A)	1	0	0	0	0	0	Pay Level 3, Pay Stage 1	45725/-
7	Clerk (A)	0	0	0	2	0	1	Pay Level 3, Pay Stage 1	45725/-
8	Laboratory Assistant (B)	1	0	0	0	0	0	Pay Level 3, Pay Stage 1	45725/-
9	Laboratory Assistant (B)	1	0	0	0	0	0	Pay Level 3, Pay Stage 1	45725/-
10	Laboratory Assistant (B)	0	0	0	1	0	0	Pay Level 3, Pay Stage 1	45725/-
11	Laboratory Assistant (B)	0	0	0	0	0	1	Pay Level 3, Pay Stage 1	45725/-
12	Work Assistant (Technical) – [Painter]	1	0	0	0	0	0	Pay Level 1, Pay Stage 1	35,393/-
13	Work Assistant (Technical) – [Fitter]	0	0	0	0	0	1	Pay Level 1, Pay Stage 1	35,393/-
14	Work Assistant (Technical) – [Mason]	1	0	0	0	0	0	Pay Level 1, Pay Stage 1	35,393/-
15	Work Assistant (Auxiliary)	1	0	0	0	0	0	Pay Level 1, Pay Stage 1	35,393/-
16	Security Guard	2	0	1	0	0	0	Pay Level 1, Pay Stage 1	35,393/-
17	Project Scientific Officer (C)	1	0	0	0	0	0	Consolidated Pay (Includes HRA): 1,00,600/-	
18	Project Laboratory Assistant (B) [Fitter Trade]	2	0	0	0	0	0	Consolidated Pay (Includes HRA): 40,000/-	

Abbreviation: UR - Unreserved; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; EWS – Economically Weaker Section; PwBD - Persons with Benchmark Disabilities; TME – Total Monthly Emoluments.

1	SCIENTIFIC OFFICER (B) – ONE POST - UNRESERVED Qualification & Experience: a) Full Time Master’s degree in Life Sciences, Biotechnology, Zoology or Fisheries Science from a recognized University/Institute with aggregate of 60% marks. b) One-year experience of working on laboratory animal facility. Desirable Qualification and Experience: a. One year working experience in raising the larval and adult zebrafish in laboratory environment. b. Training in laboratory animal science from national or international Institutes. Job Description: a. Breeding and management of laboratory animal facility-Zebrafish. b. End-to-end facility maintenance including disease management and control. c. Compliance of Committee for Control and Supervision of Experiments on Animals (CCSEA) guidelines in day to day care and experiments on the zebrafish. d. Maintenance of the records as per the CCSEA guidelines. e. Performing genotyping, microinjection and surgical procedures in embryonic, larval and adult zebrafish. Age : Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written test and Interview or Personal Interview.
2	ADMINISTRATIVE ASSISTANT (B) – ONE POST – UNRESERVED Qualification & Experience: a) Graduate from a recognised University /Institute with aggregate of 55% marks. b) Proficiency in word processing/data base/accounting procedures. c) 5 years’ experience in Accounts/ Purchase/ Stores/General Admin /Establishment in a large and reputed organization. Desirable Qualification and Experience: Diploma/course or prior experience in event management / public relations. Knowledge of Travel bookings / Visa / Forex related jobs. Job Description: Coordination and management of events including conferences, seminars, public lectures, and educational laboratory visits; facilitation of VIP visits; arrangement of domestic and international air travel including ticketing, travel insurance, foreign exchange, and visa processing; handling of parliamentary and RTI queries; administrative responsibilities pertaining to auditorium licensing, preparation of various reports and other institutional tasks as assigned.

	Age : Maximum 33 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Skill Test.
3	ASSISTANT SECURITY OFFICER (A) – ONE POST-UNRESERVED Qualification & Experience: a) Graduate from a recognised University/Institute with aggregate of 55% marks and with NCC (C) certificate. OR a) Graduate from a recognized University/Institute with aggregate of 55% marks and with Advanced Civil Defence Course Certificate. b) Knowledge of use of personal computers and applications. c) 5 years' experience in Security in Level 5 and above or with equivalent TME (total monthly emolument) and above in a large and reputed organization. For Ex-Servicemen, Military Service Personnel, CAPF a) Graduation from a recognised University/Institute (Graduation Equivalent Certificate from Ministry of Defence is not sufficient). b) Knowledge of use of personal computers and applications. c) Junior Commissioned Officer (JCO) or equivalent in Level 6 and above OR 3 years' experience as Non Commissioned Officer (NCO) or equivalent in Level 5 and above. Physical Fitness (a) Male : Height not less than 165cms; Chest 80-85 cms - Weight: corresponding to height and age as per medical standard. - Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition. (b) Female : Height not less than 157 cms; Chest [Not applicable] - Weight : corresponding to height and age as per medical standard. - Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition. Physical Efficiency Test (a) Running Fitness for male candidates: 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 8.00 minutes for 1.6 km running test conducted in TIFR Colony. Running Fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females: 100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 10.00 minutes for 1.6 km running test conducted in TIFR Colony. (b) Shot put except females (7.26 kgs) 4.5 mts (c) Chin ups (except females): Upto 30 years : 08-09 numbers 30-40 years : 05-06 numbers

	(d) Pushups (except females) : 40-45 years : 16-17 numbers Above 45 years: 12-13 numbers (e) Sit ups (except females) Up to 30 years : 25 – 29 numbers 30-40 years : 20-24 numbers 40-45 years : 15-19 numbers Above 45 years: 10-14 numbers Note : Ex-Servicemen, Military Service Personnel, CAPF Personnel not below Junior Commissioned Officer or equivalent having three years' experience in Level 6 and above, will be considered for Level 7 [Assistant Security Officer (B)]. (Relaxation in Physical Fitness to members of some communities as per extant GOI rules). Desirable Qualification and Experience: Experience in Safety and Fire Management in a large and reputed Organization. Job Description: Work in round the clock shifts. Oversee day-to-day security operations, including control of entry/exit points, visitor management, and patrolling, ensuring that only authorized personnel access the premises. Supervise and manage the security personnel (in-house and outsourced), assign duties, and ensure discipline and alertness, conduct regular briefings, drills, and training for efficient response to emergencies. Monitor security systems (CCTV, alarms, etc.) and respond to security breaches or emergencies Identify potential security threats, coordinate preventive measures, and respond promptly to any security breaches, fire, or other emergencies. Additional tasks as and when required for the functioning of security operations. The individual will be expected to maintain physical standards as per requirements of the job profile during the period of employment. Age : Maximum 35 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Physical Test.
4	CLERK (A) – ONE POST – UNRESERVED Qualification & Experience: (a) Graduate from a recognised University/Institute with aggregate of 50% marks. (b) Knowledge of typing. (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.

	(d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization. Desirable Qualification and Experience: Commerce Graduate Job Description: Experience in audit for 1 year will be preferred. Knowledge of Excel, Word and drafting. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Skill Test.
5	CLERK (A) – ONE POST – UNRESERVED Qualification & Experience: (a) Graduate from a recognised University/Institute with aggregate of 50% marks. (b) Knowledge of typing. (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions. (d) Minimum 1 year experience in clerical duties (Accounting) and correspondence in large and reputed organization. Desirable Qualification and Experience: - Proficiency in official correspondence (oral and written) - Knowledge of data management software - Administrative/ Clerical experience in educational institutions - Expert knowledge of MS Word, Excel, PowerPoint, and other MS Office applications. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Skill Test / Written Test
6	CLERK (A) – ONE POST – UNRESERVED Qualification & Experience: (a) Graduate from a recognised University/Institute with aggregate of 50% marks. (b) Knowledge of typing. (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions. (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization. Desirable Qualification and Experience: - Fluency in English, both verbal and written. - Knowledge of L^AT_EX is highly desirable. - Knowledge of MS Word, Excel and Powerpoint to prepare documents, posters and other required documents.

	Job Description: Clerical support to organising committee of conferences, workshops, panorama lectures and other academic activities. Secretarial assistance to conduct written tests/interviews and secretarial assistance to system administrators. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Skill Test.
7	CLERK (A) – THREE POSTS – [TWO POST – OTHER BACKWARD CLASSES AND ONE POST - ECONOMICALLY WEAKER SECTION] Qualification & Experience: (a) Graduate from a recognised University/Institute with aggregate of 50% marks. (b) Knowledge of typing. (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions. (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization. Desirable Qualification and Experience: Candidate should have experience in Establishment/ Recruitment/ Accounts / General Administration / Purchase / Stores works (Diploma or Degree in Material Management with one year of experience of handling public procurement or Stores. Working knowledge of GeM, CPPP will be an added advantage). Proficient in MS word, Excel, PowerPoint and other MS Office applications. Should possess basic knowledge of Government rules and regulations related to Establishment and service matters etc. Drafting skills in English are highly preferable. Age: Maximum 31 years. (Age relaxation as per rules) for OBC Maximum 28 years. (Age relaxation as per rules) for EWS Mode of Recruitment: Written Test and Skill Test.
8	LABORATORY ASSISTANT (B) – ONE POST – UNRESERVED Qualification & Experience: (a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Air conditioning trade. (b) Two years' experience in Air conditioning trade. OR (a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Air conditioning trade. (b) One year experience in Air conditioning trade. Desirable Qualification and Experience: Knowledge of personal computers, cryogenic plant maintenance.

	Job Description: Selected candidates are expected to work in round-the-clock shifts for the operation and Maintenance of the accelerator facility and associated subsystems. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Trade Test.
9	LABORATORY ASSISTANT (B) – ONE POST – UNRESERVED Qualification & Experience: (a) Full Time H.S.C. with 60%. (b) Two years' experience in Biology/Chemistry Laboratory at a College/University/Research Institute Desirable Qualification and Experience: a) Candidates having full time H.S.C.(Science), cleared in the first attempt will be preferred. b) Two years certificate course in Medical Laboratory Technologies (CMLT) will be preferred Job Description: Cleaning and autoclaving of laboratory glassware. Preparation of buffers, cultures and media plates for Drosophila, bacteria and C. elegans Chemical handling (acids, solvents), lab safety training and sterilisation. Maintenance of inventory of chemicals, reagents, and consumables required for media preparation. Waste segregation and disposal (biological and chemical). Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Trade Test.
10	LABORATORY ASSISTANT (B) – ONE POST – OTHER BACKWARD CLASSES Qualification & Experience: (a) Full Time H.S.C. with 60%. (b) Two years of experience in a Laboratory in research or an Academic Institute. Desirable Qualification and Experience: HSC with physics, chemistry, and mathematics subjects. Experience: Experience in handling Lab equipment and chemicals. Experience in handling cryogenic liquids like liquid nitrogen and liquid He. Job Description: The Candidate will have to bring liquid helium containers from the low temperature facility (LTF) to the lab regularly. Has to transfer liquid helium and liquid nitrogen in the cryogenic measurement set up. Has to clean glassware and maintain lab equipment, and workbenches in proper conditions for use. Will have to procure lab consumables from the market. Will have to do water chiller servicing, like monitoring water levels and topping up wherever necessary, under guidance. Will have to maintain rotary vacuum pumps, monitor oil level, and top up oil. Should be able to do some basic electrical work, like changing fuses and preliminary wiring jobs, maintenance of high temperature furnaces. Age: Maximum 31 years. (Age relaxation as per rules) for OBC

	Mode of Recruitment: Written Test and Trade Test.
11	LABORATORY ASSISTANT (B) – ONE POST – ECONOMICALLY WEAKER SECTION Qualification & Experience: (a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in the trade of Welder (G&E). (b) Two years' experience in Welding. OR (a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in the trade of Welder (G&E). (b) One year experience in Welding. Desirable Qualification and Experience: For the nature of work and the role of operational staff at LTF, it is highly essential that a synchronized mind, vision and muscle movement/coordination is required to diagnose and carry out the cryogenic plant operations, as it requires a high level of skill and quick reactions in case of any abnormal plant parameters behaviours. This is more so, as on many occasions, the operating staff may have to work alone in the operations area. Job Description: To primary responsibility is to operate and maintain the cryogenic plants and equipment in the round-the-clock shift duties. Experience in TIG welding, brazing is an essential requirement. Experience in the operation & maintenance of general mechanical machines, Fittings and cryogenic plants/equipment will be an added advantage. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Trade Test.
12	WORK ASSISTANT (TECHNICAL) [PAINTER] – ONE POST-UNRESERVED Qualification & Experience: (a) Passed S.S.C. OR Equivalent from a recognized Board. OR (a) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in Painter Trade. (b) Minimum 1 year of working experience of Painter/Wood polisher trade in a medium size workshop engaged in Experience in painting of metal fabricated structures and equipment, wood polishing work of Teak wood & plywood furniture. Desirable Qualification and Experience: Good Knowledge & experience of colour mixture, painting tools, varnishes & decorative or protective coats of paint, varnish, shellac, enamel, lacquer or other materials on exterior or interior surfaces, metal, wood, building boards or other objects using brush, spray gun, roller, stencils etc.

	Job Description: Candidate should possess good health & requires to assist senior technician during work & movement of heavy material/jobs. Also he will be responsible for up keeping/cleaning of machines/equipment, shop floor area. Candidate should be able to read the machine drawings / blue prints. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Trade Test.
13	WORK ASSISTANT (TECHNICAL) [FITTER] – ONE POST-ECONOMICALLY WEAKER SECTION Qualification & Experience: (a) Passed S.S.C. OR Equivalent from a recognized Board. OR (a) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in Fitter Trade. (b) Minimum 1 year of working experience of Fitter Trade in a medium size workshop engaged in Sheet metal fabrication, M.S./S.S. structural fabrication. Desirable Qualification and Experience: Working experience in a medium size workshop engaged in Sheet metal fabrication, M.S./S.S. structural fabrication, hands on experience in operation of latest fabrication machinery such as shearing machine, power press, sheet rolling machine, welding etc. Job Description: Candidate should be able to read the fabrication drawings & should have hands on experience of M.S. Aluminium & S.S. structural welding & brass/copper brazing job work. Candidate should possess good health & requires to assist senior technician during work & movement of heavy material/jobs. Also he will be responsible for up keeping/cleaning of machines/equipment, shop floor area. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Trade Test.
14	WORK ASSISTANT (TECHNICAL) [MASON] – ONE POST- UNRESERVED Qualification & Experience: (a) Passed S.S.C. OR Equivalent from a recognized Board. (b) Two years' experience in the field as mentioned in the Job requirement. OR (a) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT in Mason trade). (b) One year experience in the field as mentioned in the Job requirement. Desirable Qualification and Experience: (a) Passed S.S.C. OR Equivalent from a recognized Board and Two years' experience in the field as mentioned in the Job requirement OR National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in Fitter Trade and One-year experience in the field as mentioned in the Job requirement. (b) The Candidate should Possess Good Health and will be required to Assist Senior Technicians. Job Description: Experience in the work for Maintenance of Residential Colony and Public Buildings at various locations and Heights. Job includes repairs and maintenance of the MS windows and Aluminium Sliding windows, Fixing locks and Door closer etc. Age: Maximum 28 years. (Age relaxation as per rules)

	Mode of Recruitment: Written Test and Trade Test.
15	WORK ASSISTANT (AUXILIARY) – ONE POST- UNRESERVED Qualification & Experience: (a) S.S.C. OR Equivalent (Central/State Board Examinations). (b) Minimum One year experience. Desirable Qualification and Experience: HSC with one year of experience in loading/unloading of goods, collection of scrap, handing of gas cylinders etc. Job Description: The selected candidate will be required to work in the Central Stores. The responsibilities include loading/unloading of goods, collection of scrap, handing of gas cylinders etc. Age: Maximum 28 years. (Age relaxation as per rules) Mode of Recruitment: Written Test and Skill/Trade Test.
16	SECURITY GUARD – THREE POST- [TWO POST – UNRESERVED AND ONE POST – SCHEDULED TRIBE] Qualification & Experience: - S.S.C OR Equivalent (Central/State Board Examinations). - Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization. - Firefighting Training Certificate/ NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF). - Knowledge of use of personal computers and applications. <u>Physical Fitness</u> (a) Male - Height not less than 165cms; - Chest 80-85 cms - Weight: corresponding to height and age as per medical standard. - Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition. (b) Female - Height not less than 157 cms; Chest [Not applicable] - Weight: corresponding to height and age as per medical standard. - Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition. <u>Physical Efficiency Test</u> (a) Running Fitness for male candidates : 100 meters in 16 seconds and 1.6 km in 6.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 8.00 minutes for 1.6 km running test conducted in TIFR Colony.

-Running fitness for Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females :100 meters in 18 secs and 1.6 km in 8.30 minutes for running tests conducted on smooth and straight running tracks. The time will be extended to 10.00 minutes for 1.6 km running test conducted in TIFR Colony.

(b) Shot put (except females) (7.26 kgs) 4.5 mts

(c) Chin ups except females :

Upto 30 years : 08-09 numbers

30-40 years : 05-06 numbers

(d) Push ups except females :

40-45 years : 16-17 numbers

Above 45 years: 12-13 numbers

(e) Sit ups except females :

Up to 30 years : 25 – 29 numbers

30-40 years : 20-24 numbers

40-45 years : 15-19 numbers

Above 45 years : 10-14 numbers

Note: Ex-servicemen, Military Service personnel and CAPF personnel with 3 years' experience will be considered for the Pay Level 2. Ex-servicemen, Military Service personnel and CAPF personnel with 10 years' experience or more can be considered for higher Pay Level 3.

(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

Job Description:

To work in shifts.

Regulate entry and exit of personnel and visitors, check ID cards, issue visitor passes, and ensure no unauthorized access to the premises.

Conduct regular patrols of the assigned area to deter and detect signs of intrusion or safety hazards and report irregularities, assist in functioning of surveillance equipment.

Respond promptly to emergencies or unusual situations such as fire, medical situations, or security breaches; guide occupants safely and inform concerned authorities as per protocol.

The individual will be expected to maintain physical standards as per requirements of the job profile during the period of employment.

Age: Maximum 28 years. (Age relaxation as per rules) for UR

Maximum 33 years. (Age relaxation as per rules) for ST

Mode of Recruitment: Physical Efficiency Test and Written Test.

17	PROJECT SCIENTIFIC OFFICER (C) – ONE POST - UNRESERVED Qualification & Experience: (a) Minimum Full time Degree in Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in Mechanical Engineering. (b) 0-3 years' experience in Mechanical Engineering as per the requirement of the Section/Department. Desirable Qualification and Experience: Knowledge of computers, experience in 3D drawings and usage of design/analysis codes. Job Description: Fabrication of superconducting cavity and associated developments for the accelerator facility. Age: Maximum 28 years (Age relaxation as per rules) Mode of Recruitment: Personal Interview.
18	PROJECT LABORATORY ASSISTANT (B) [FITTER] – TWO POST – UNRESERVED Qualification & Experience: (a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Fitter trade. OR (a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training NCVT) in Fitter trade. Desirable Experience: One year experience in Fitter trade. Selected candidate will be required to work in shift duties. Applicant with over/higher qualifications will not be considered. Age: Maximum 28 years (Age relaxation as per rules) Mode of recruitment : Written test and trade test.
<u>General Information :</u> - All the above posts are tenable at TIFR, Colaba, Mumbai. - Selected candidates for all above posts are liable to be transferred to other Centres/Field Stations of the Institute, if required. - Higher starting salary could be considered for deserving candidates for the post at sr. no. 1 to 16. - The appointment for the posts at sr. no. 17 to 18 are temporary and may be renewed each year up to a total period of three years depending upon performance. - Appointment for the above posts at Sr. Nos. 1 and 8 to 11 will be initially for a period of three years, including probation period of one year. Continuing appointment beyond the initial period of three years will be subject to the results of a comprehensive review and performance appraisal. After successful review, the appointment is continued till superannuation age, which is sixty.	

6. Selected candidates for the above mentioned posts at sr. no. 3 and from 8 to 14 and 18 will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
7. Selected candidate for the post at sr.no. 3 and from 8 to 14 and 18 will be required to work in shift duties.
8. Prescribed age should not exceed as on **July 01, 2025** for the above posts. Age relaxation as per rules.
9. Selected candidates for the post at sr. nos. 1 to 16 will be governed by the National Pension System applicable in the Institute [unless already governed by CCS (Pension) Rules 1972].
10. Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply. Candidates applying for EWS reserved posts should not be covered under the scheme of reservation for SCs, STs and OBCs.
11. **Applications from the candidates will be accepted ONLY ON-LINE**
 - i) Applicants from Government/Semi-Government/ Public Sector Undertaking, if called, will be able to participate in the recruitment process only upon submission of NOC from the competent authority, at the time of selection process.
12. Incomplete online applications received after the last date shall not be considered.
13. **On-Line applications must be submitted by August 09, 2025.**
14. The candidates are required to produce the following original documents with copies at the time of recruitment process:
 - a. Printout of online application form.
 - b. Identity Proof (Aadhaar Card / Election Card / PAN Card / Passport / Driving License).
 - c. Date of birth/Proof of age.
 - d. Educational Qualification (all mark sheets and certificates).

In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by the University/Board. In the absence of the same, the candidature will not be considered. While submitting original documents for verification, the candidates will have to produce the norms of the University/Board for conversion of grades/CGPA/OGPA to equivalent percentage of marks.
 - e. Experience certificate/s.
 - f. Conduct certificates from two respectable persons.
 - g. SC/ST/OBC/EWS & PwBD certificate (wherever applicable) in the Government of India format.
 - h. OBC candidates should submit a valid copy of the Non-creamy Layer certificate issued by competent authority in the Government of India (GOI) format. The OBC Non-Creamy Layer certificate in GOI format should be preferably for the current financial year on the date of closing of application or utmost not earlier than one year from the date of closing of application. Acknowledgement receipt of submission of application for OBC-Non Creamy Layer Certificate for current financial year will also be accepted (If selected, the candidate has to submit OBC Non-Creamy Layer certificate for the current financial year).

- i. EWS candidates should submit a valid copy of EWS certificate issued by competent authority in the Government of India (GOI) format. The EWS certificate in GOI format should be preferably for the current financial year on the date of closing of application or utmost not earlier than one year from the date of closing of application. Acknowledgement receipt of submission of application for EWS Certificate for current financial year will also be accepted (If selected, the candidate has to submit EWS certificate for the current financial year).
- j. PwBD candidates applying for the unreserved post should be suffering from not less than 40% of the disability for the benefit of age relaxation. Candidates will have to submit a Disability Certificate issued by the competent authority in the prescribed format.
15. A) Outstation candidates called for recruitment process for the posts at sr.no.17 will be paid single first class (non-air conditioned)/III Tier A/C return fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.
- B) Outstation candidates called for recruitment process for the posts at sr.no.1 to 3 will be paid single second class (non-air conditioned) return train fare for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets.
- C) Outstation candidates called for recruitment process for the posts at sr.no.16 (ST Candidates) will be paid single second class return train fare for the journey by the shortest route from the nearest railway station of their place of residence to the nearest railway station of the place of interview on the production of photocopies of onward and return journey tickets. However, these candidates will have to bear the fare for the first 30 kms. both ways.
- "If you travel by air, you are required to purchase air tickets ONLY from 1) M/s Balmer Lawrie & Company Limited (BLCL) 2) M/s Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED. The air-fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes".
16. The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications and experience will not entitle an applicant to be called for the recruitment process. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form shall disqualify the candidate.
17. Before applying for the post, the candidate should ensure that they fulfill the eligibility and other criteria. Recruitment authorities would be free to reject application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.
18. The Institute reserves the right to conduct written tests, skill tests, interviews etc. online/in-person.